

CLASS TITLE: PRINCIPAL CLERK STENOGRAPHER

Class Code: 02441400

Pay Grade: 13A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a private stenographic secretary to an administrative official; to relieve such officials of important administrative details; to handle correspondence and other routine matters; and to do related work as required.

SUPERVISION RECEIVED: General procedures and work methods are outlined and policies are dictated by superiors, but instructions usually are given only at the beginning of assignments involving a new type of work; work generally is in final form when completed and is subject to, but does not always receive, review by superior.

SUPERVISION EXERCISED: As required, exercises direct supervision over a group of clerical workers, assigning individual tasks and reviewing work methods and results.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To take and transcribe general and technical dictation and to dictate or compose non-routine correspondence.

To make up agenda for meetings according to well-established procedures; to send notices of meetings to interested parties; and to take and transcribe verbatim dictation at meetings, conferences or hearings.

To type material dealing with technical subjects and to proofread material typed by others.

To plan and supervise the work of a small group of clerical and stenographic employees engaged in varied tasks, such as computing payrolls; maintaining records of expenditures, receipts and related financial matters; providing stenographic services; keeping varied clerical records; and preparing reports from information contained in the records maintained.

To compile information and statistical data from records maintained and from other sources; to maintain cost records on the various functions performed by a department or division and prepare reports thereon; to process applications for licenses and permits; to process purchase orders, requisitions and related documents and to maintain appropriate records; to assist in the preparation of the budget; to maintain time, leave and personnel records; and to prepare payrolls for department or division.

To make appointments for superiors; to make reservations and complete travel vouchers; to answer questions and interpret departmental policies and procedures to other employees and the general public; and to interview callers and applicants for clerical positions.

To open, sort and route incoming correspondence and to see that outgoing correspondence is picked up or mailed for delivery.

To maintain a library of professional books and journals.

To do related work as required

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of modern office practices, procedures and equipment; a working knowledge of business English, spelling and arithmetic; a working knowledge of departmental rules, regulations, procedures and functions and the ability to apply these to work problems; a familiarity with the principles and practices of office management and supervision; a skill in taking and transcribing oral dictation of complex and technical material*, and in typing accurately from rough draft or clean copy; the ability to work independently on difficult or complex clerical tasks or routine administrative tasks and to prepare non-routine correspondence; the ability to maintain complex

clerical records and prepare accurate reports; the ability to exercise good judgement, courtesy and tact in receiving office callers and in making proper disposition of problems; the ability to plan, assign, supervise and review the work of clerical and/or stenographic employees; the ability to establish and maintain effective working relationships with other employees and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in shorthand, typing and business practices; and

Experience: Such as may have been gained through: employment of a progressively responsible nature involving the performance of varied clerical and stenographic work of a complex and responsible nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 80 WPM-3 minutes-95% accuracy

Class Revised: May 24, 1987

Editorial Review: 3/15/2003